



# AMERICAN EMBASSY



## WAREHOUSEMAN

**The U.S. Mission in Colombo is seeking candidates for the position of Warehouseman.**

As our new Warehouseman, you will be responsible for receipt, storage issuance, delivery, loading and unloading of expendable supplies, non-expendable properties such as furniture, equipment etc., maintenance and tracking of Welcome/Departure Kits, expendable supplies and non-expendable properties. Do you have rudimentary knowledge in English? Do you have a valid heavy vehicles license? If so, then you may be the person we're looking for!

**Please send us your detailed CV along with a cover page containing the following questions and your responses:**

1. Position Title, 2. First, Middle, & Last Names as well as any other names used, 3. Current Address, Day, Evening, and Cell phone numbers, 4. E-mail address, 5. National Identity Card Number, 6. Do you have any relatives or members of your household who work for the U.S. Government (Y/N, if 'Y' Name, Relationship, Position, Location), 7. Are you between ages 18-60? (Y/N), 8. Have you sat for GCE (O/L) (Y/N, if 'Y', Course Name, Institute, Starting & Ending Dates of the Course), 9. Do you have a minimum of one year working experience in Warehouse operations? (Y/N – If 'Y' state employer, position title, years /months of employment in each position & summary of duties), 10. Do you have a valid class "D" (former class "A") heavy vehicles driving license? (Y/N, if 'Y', please submit a copy of the license), 11. Your current monthly take home salary?

**Applications without the cover page may not be considered for this position.**

**If your answer is 'No' to questions 7, 8, 9 and 10 your application will not be considered.**

**We offer a four and a half day work-week with options for flexi-hours.**

**Your take home monthly package will be Rs.23,831/-**

Your application should reach us on or before April 16, 2014, by post at P.O. Box 106, Colombo, or by e-mail at [Colombohr@state.gov](mailto:Colombohr@state.gov). Please state "Warehouseman" on the top left-hand corner of the envelope or in the subject line of your e-mail. Please note, only shortlisted candidates will be contacted.

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